



## ***TIMELINE***

### **Washington State Healthy Youth Survey 2010**

- Jan HYS notification memorandum to ESD and District Superintendents
- M009-10 at: <http://www.k12.wa.us/BulletinsMemos>
- Mar Survey recruitment begins:
- Recruitment letter mailed to district superintendents and school principals
  - Recruitment materials posted to RMC web site
- Jun 30 End of survey recruitment:
- Final day for schools to register for the survey
- By Sep 8 Registration confirmation:
- Coordinator emailed to verify online registration information and to notify RMC if any changes need to be made
- Sep 27 Survey materials shipped to schools
- By Sep 30 Coordinator trainings:
- Coordinators complete required online training and submit quiz at: <http://www.hys.wa.gov>
- By Oct 1 Last day to notify parent and student about the survey:
- Notify parents using any of the three IRB procedures
  - Notify students using both IRB procedures
  - Post information and the flyer on the school/district website
- Oct 18–22 Survey administration
- Oct 25 Last day to return survey materials
- Mar 1, 2011 Local reports and slides sent to ESDs, counties, and districts